



Navigating VRP E-Submission Folder

Voluntary Remediation Program - Office of Land Quality

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www.idem.IN.gov

100 N. Senate Ave., Indianapolis, IN 46204

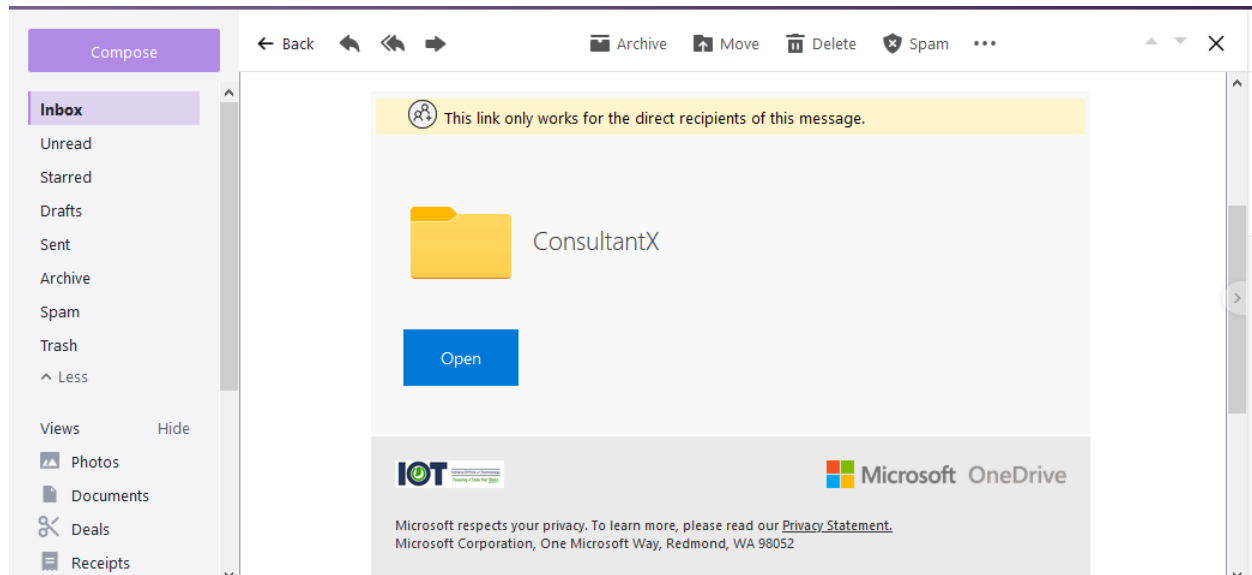
Step 1

Check your inbox for an email from IDEM VRP. Please note that the folder names in the screenshots below will not match the name of the folder you have been granted access to.

Step 2

Click on the folder.

Note: Save this email to access your folder in the future.



Step 3

Enter your email address and click on 'Next'.

The screenshot shows a Microsoft login interface with a central card titled "Verify Your Identity". The card contains the text: "You've received a secure link to:", followed by a folder icon and the text "test01". Below this, it says: "To open this secure link, we'll need you to enter the email that this item was shared to." There is a text input field with the placeholder "Enter email" and a small circular icon to its right. A blue "Next" button is positioned below the input field. At the bottom of the card, a small disclaimer reads: "By clicking Next you allow State of Indiana to use your email address in accordance with their privacy statement. State of Indiana has not provided links to their terms for you to review." The Microsoft logo is at the top of the page, and a footer at the bottom says "© 2017 Microsoft Privacy & Cookies".

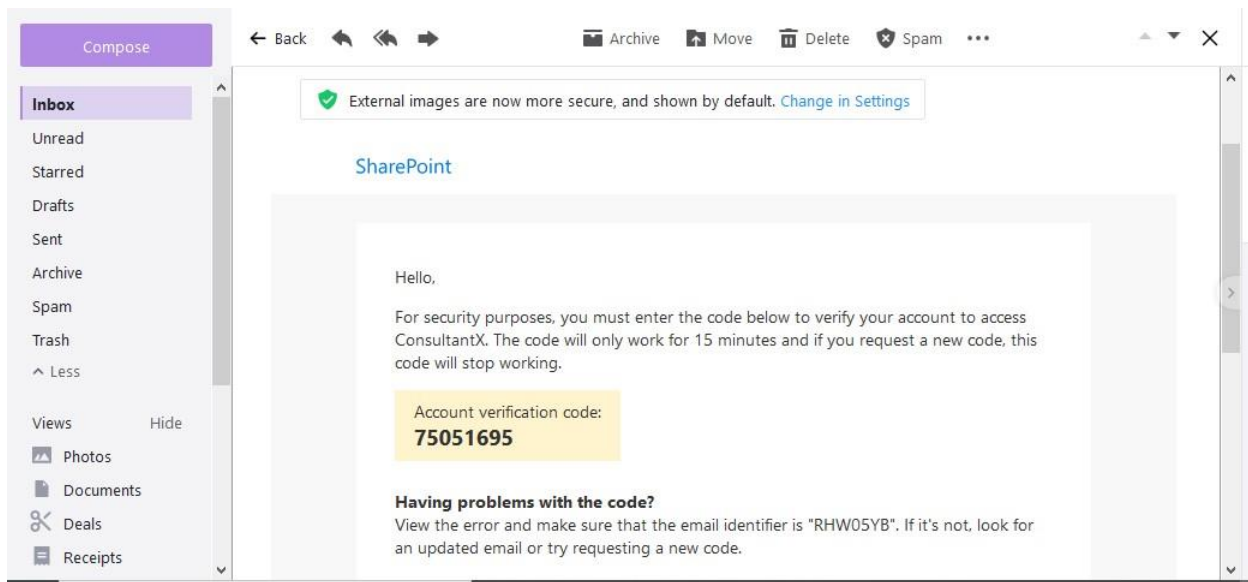
Step 4

Click on 'Send Code' to verify your identity.

The screenshot shows a Microsoft login interface with a central card titled "Request Verification Code". The card contains the text: "You've received a secure link to:", followed by a folder icon and the text "ConsultantX". Below this, it says: "To verify your identity, we'll send a code to you at consultantx.cfo@yahoo.com." A blue "Send Code" button is positioned below the text. At the bottom of the card, a small disclaimer reads: "By clicking Send Code you allow State of Indiana to use your email address in accordance with their privacy statement. State of Indiana has not provided links to their terms for you to review." The Microsoft logo is at the top of the page, and a blue header bar at the top left says "SharePoint".

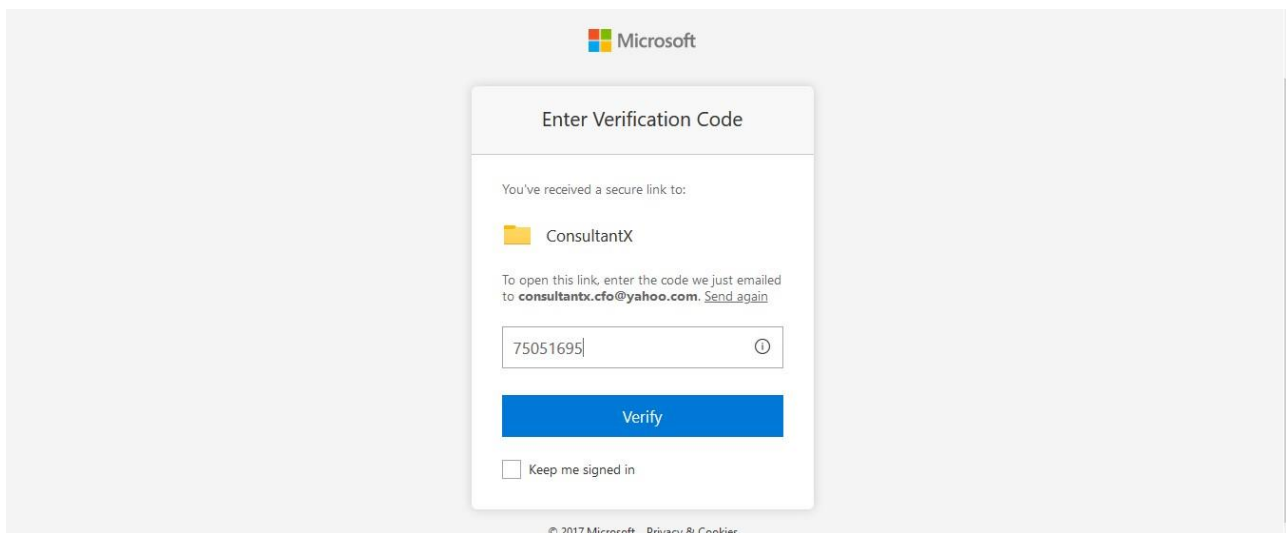
Step 5

Check your inbox for a verification code.



Step 6

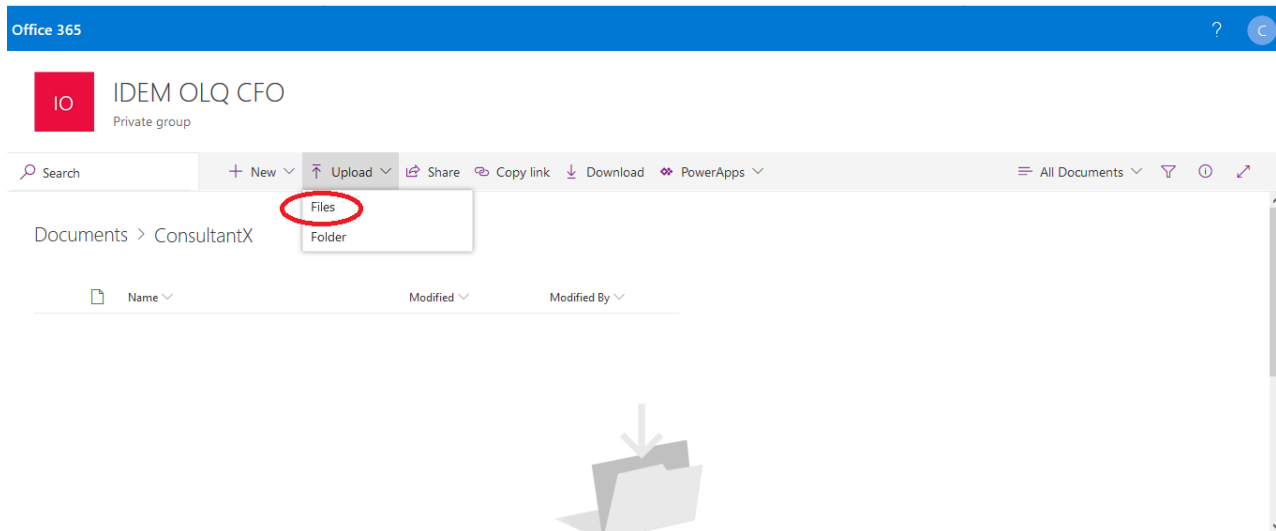
Enter your verification code and click on 'Verify'.



Step 7

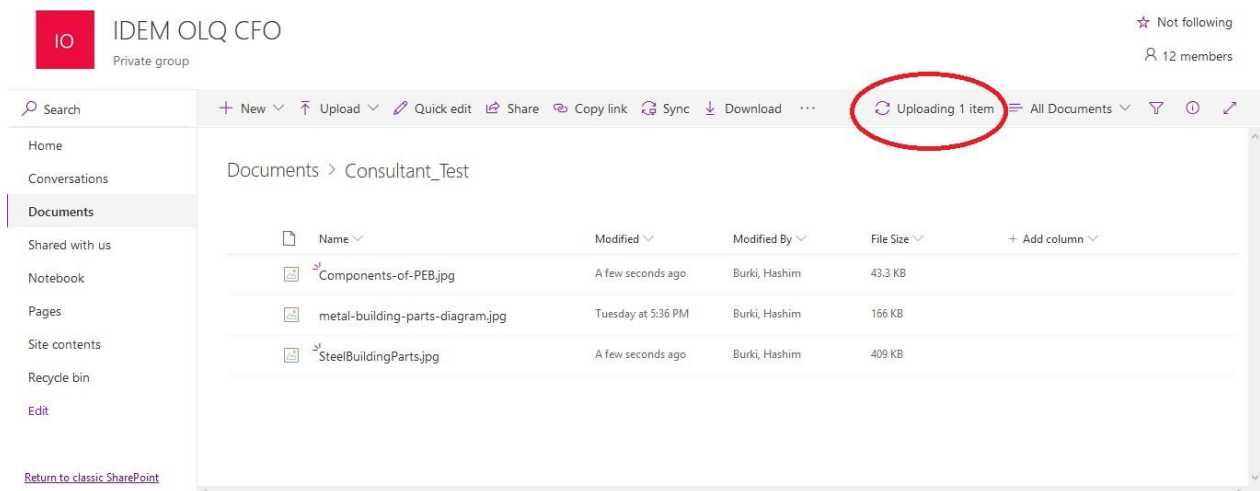
You will be taken to your folder.

Click on 'Upload' and Select 'Files' to upload your document(s).



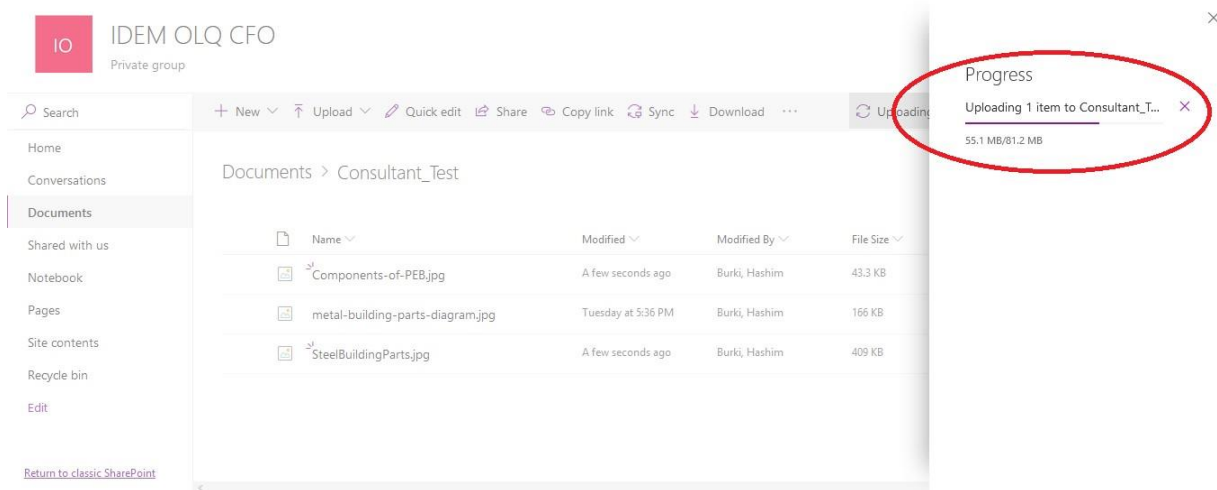
Step 8

A notification will appear when the upload begins.



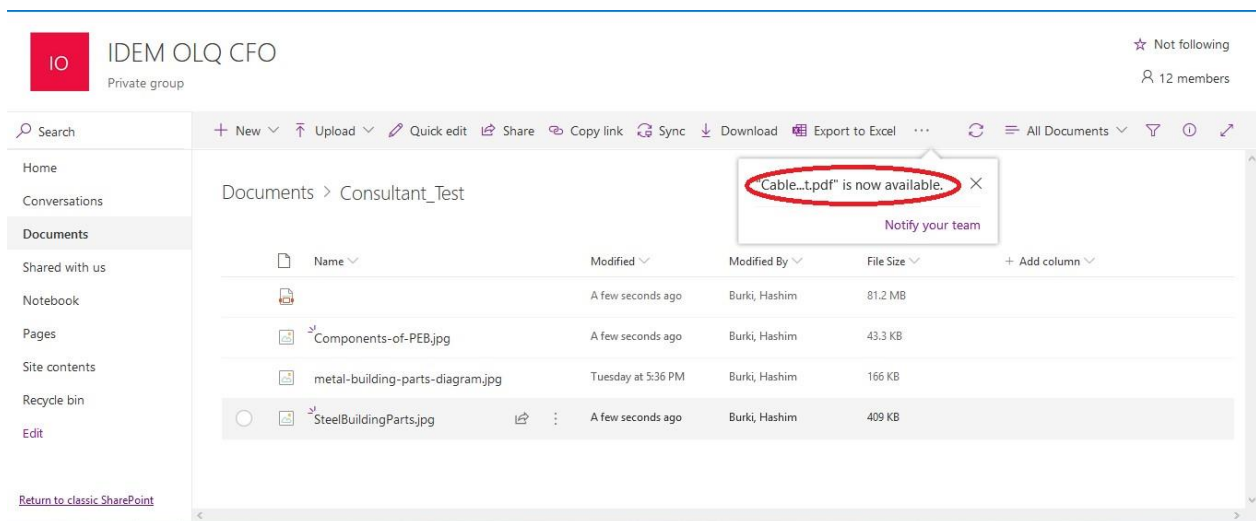
Step 9 (Optional)

By clicking on the notification, the status of the upload may be monitored. This will be helpful when uploading large files. You may exit this view by clicking on the area to the left of the status.



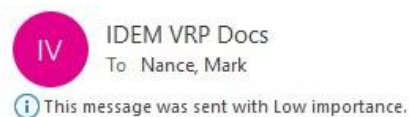
Step 10

A confirmation message will appear when the document is successfully uploaded.



You will also receive email confirmation that the file was uploaded successfully.

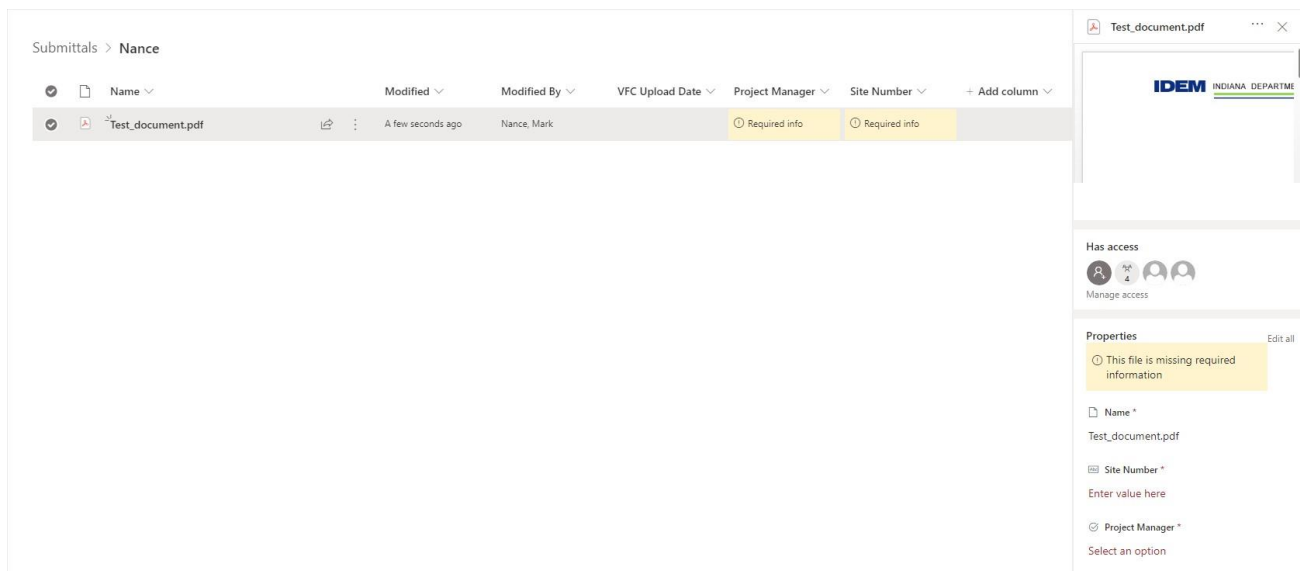
VRP Submittal - Test_document



Your document (Test_document) has been successfully submitted. If you have any questions or comments contact the project manager.

Step 11

After uploading the file, an entry box for the site number and project manager will pop-up on the right-hand side of the page.

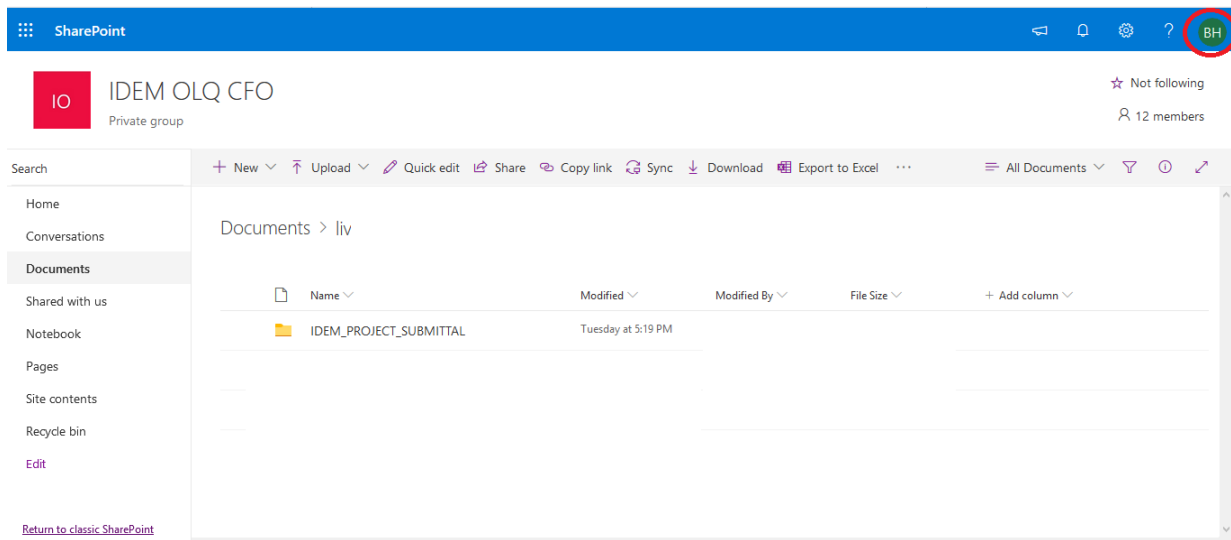


Type in the VRP site number, and select the project manager from the drop-down list. IDEM staff will fill out the remaining fields.

The screenshot shows the 'Properties' form for the document upload. The 'Name' field is 'Test_document.pdf'. The 'Site Number' field contains the value '60123456'. The 'Project Manager' field is a dropdown menu with 'Mark Nance' selected. A confirmation box shows 'Mark Nance' and a message 'VRP Project Manager assigned to the site'.

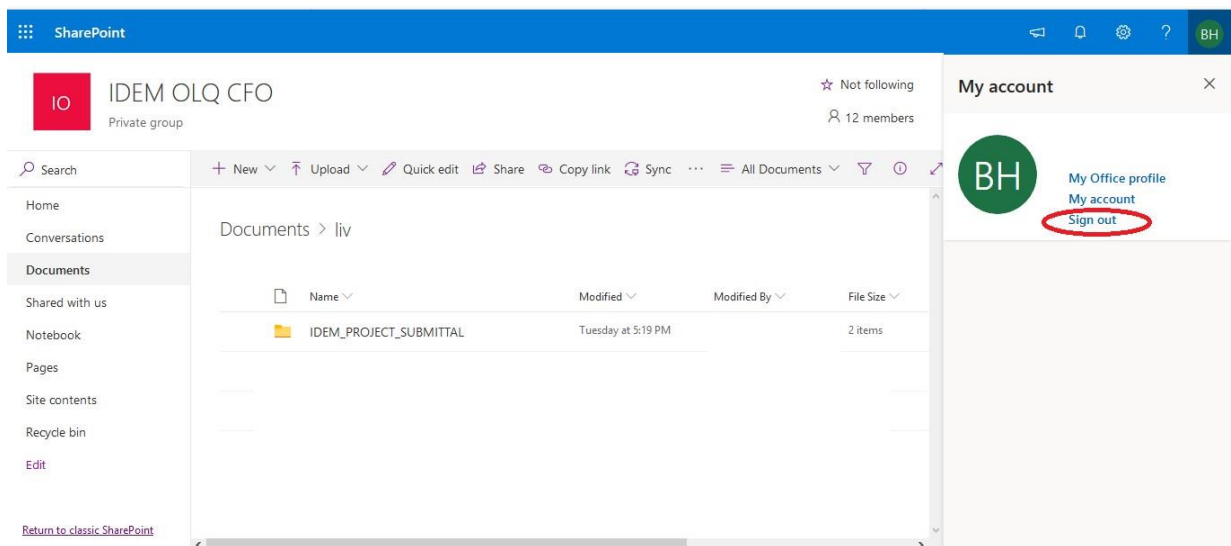
Step 12

To end the document upload session, click the icon in the upper right-hand corner.



Step 13

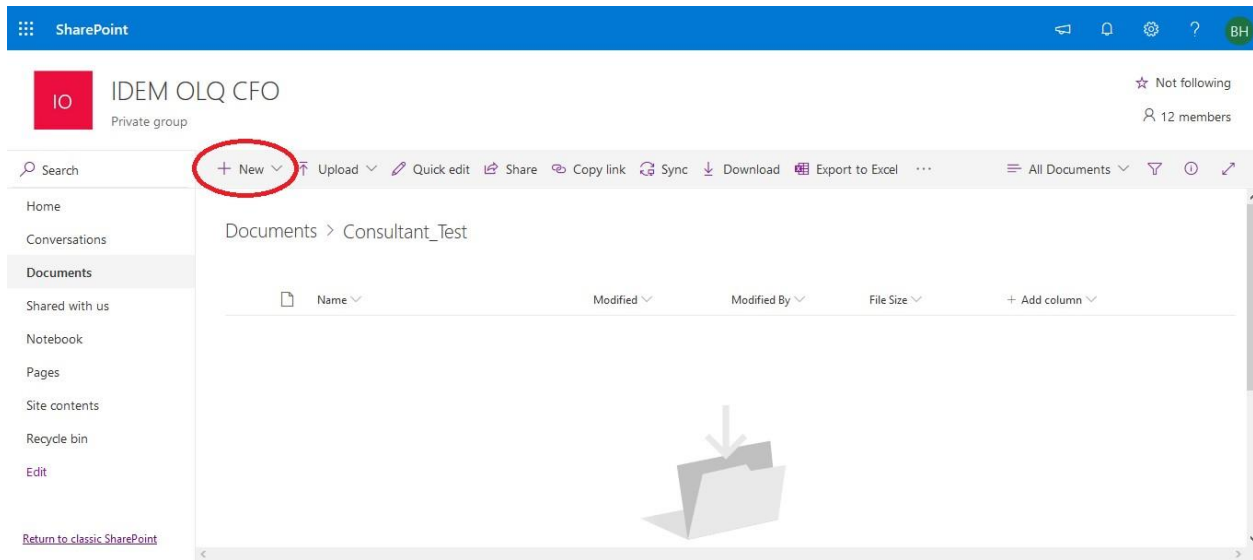
Select 'Sign out'.



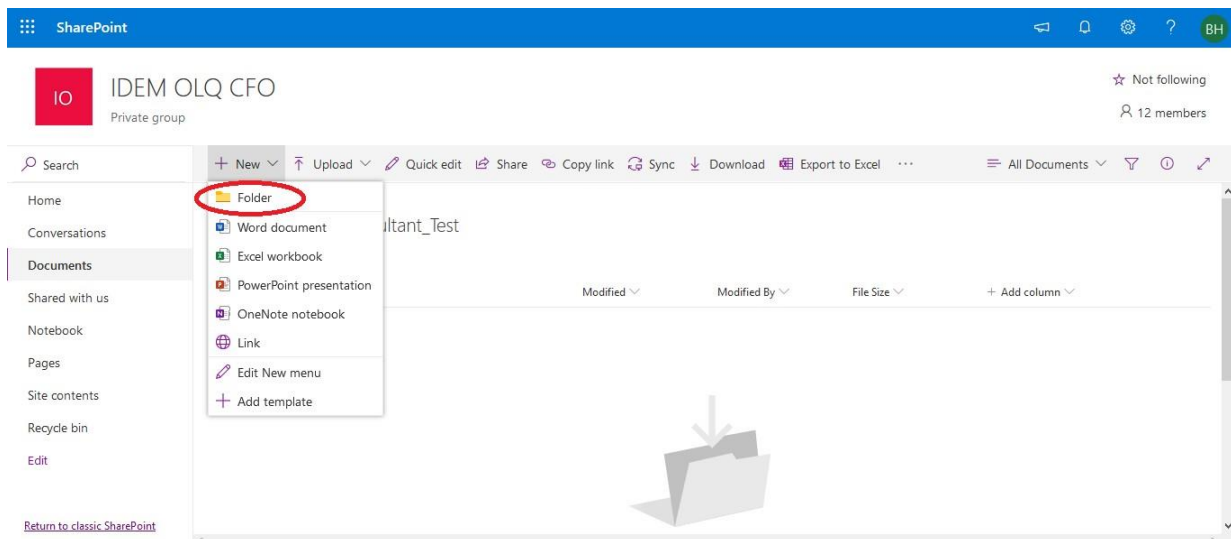
Additional Directions

Creating a Folder

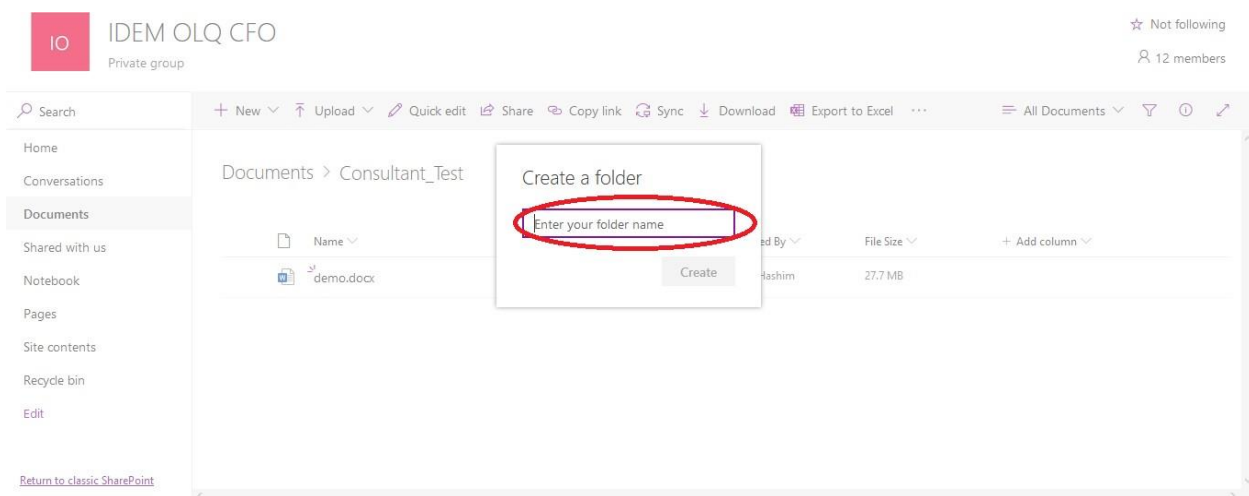
If a folder is needed, click on 'New'.



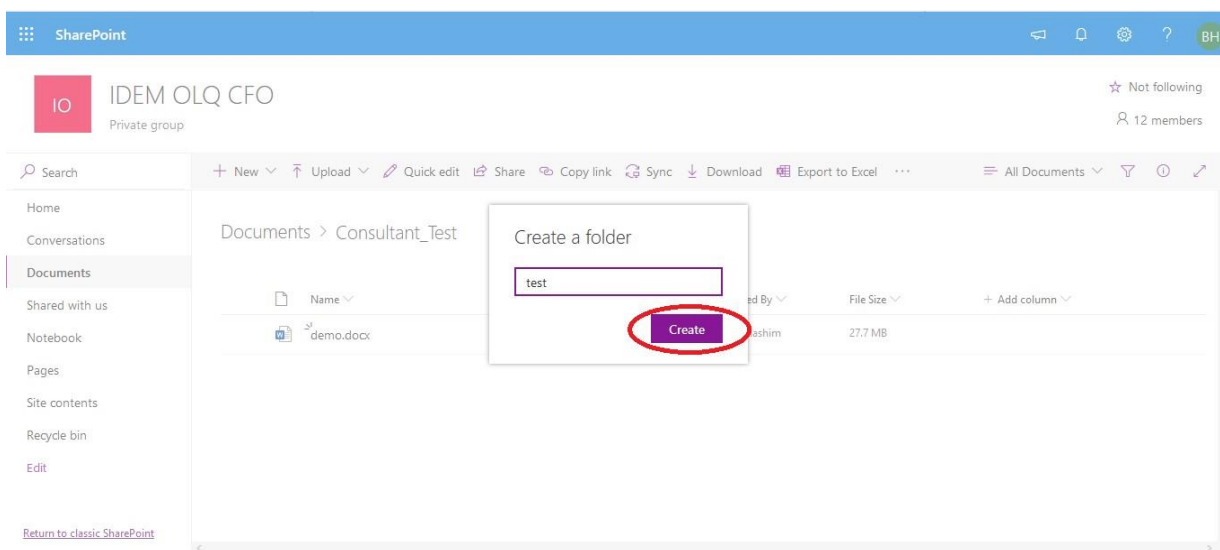
Select 'Folder'.



Enter a name for your folder.

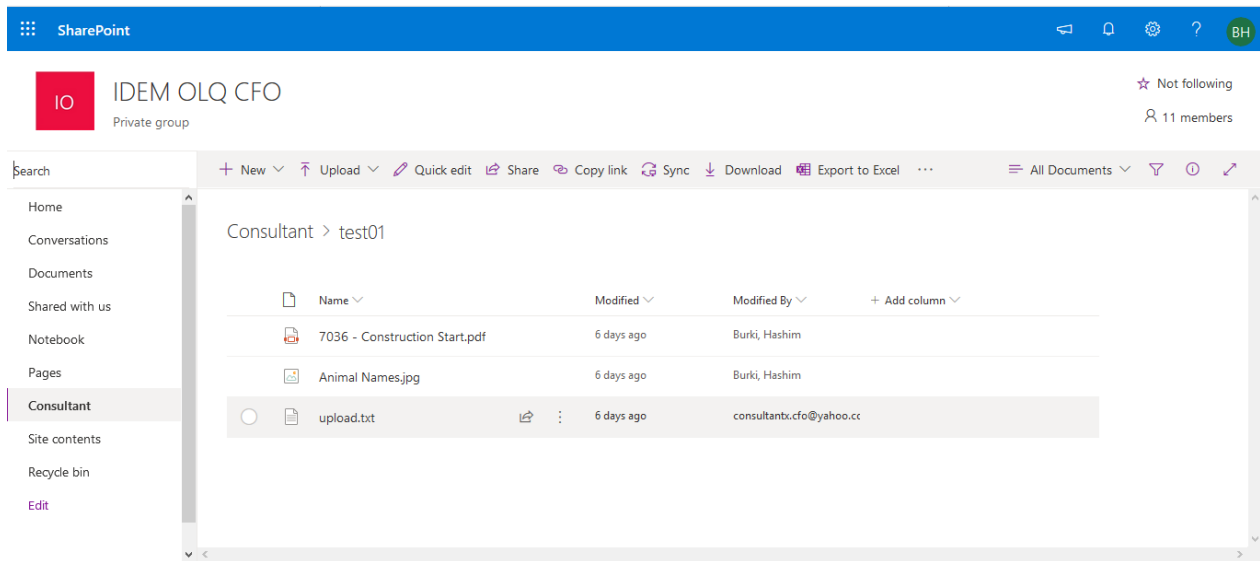


Click on 'Create'.

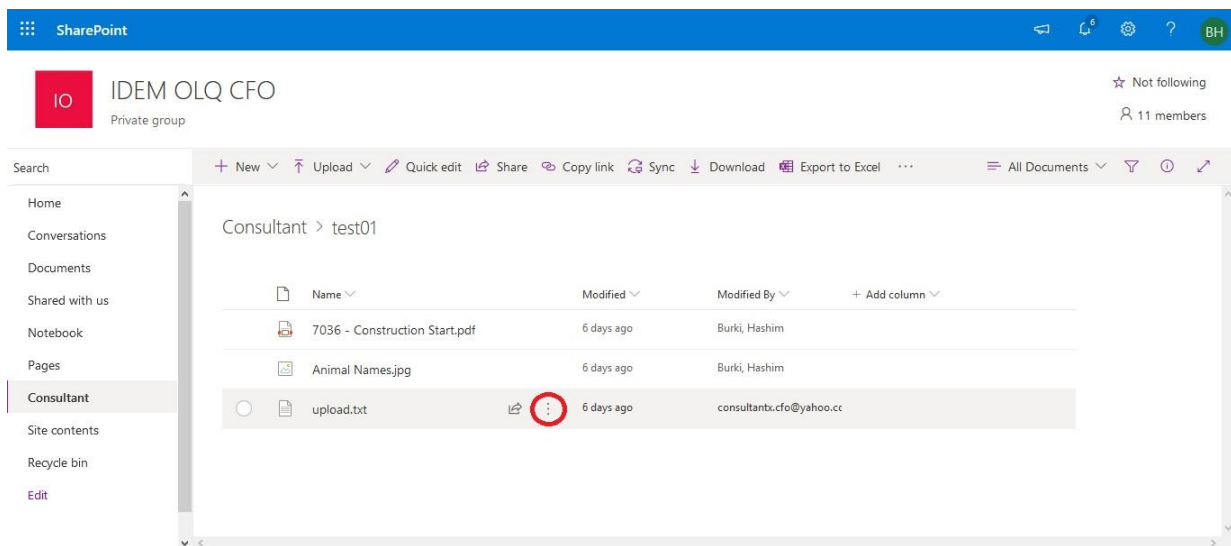


Deleting a Document

To delete a document, position your pointer over the document of interest.



Click on the ellipsis.



Select 'Delete'.

